



2013 SCHOOL NUTRITION PROGRAMS MENU CERTIFICATION PROCESS TRAINING

OPI School Nutrition Programs is conducting regional training workshops for foodservice managers/directors to learn the Menu Certification Process for the new USDA Meal Pattern. The workshops will provide hands-on training to complete the required forms for the additional (\$.06) reimbursement. The time will allow for a one hour lunch break. Please make your own lunch arrangements. Space is limited, registrations accepted on a first come basis.

DATES AND LOCATIONS

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|------------|------------------|-------------------|---|
| Miles City | January 8, 2013 | 9:00 am - 4:00 pm | Miles City Community College 2715 Dickinson St, Rm. 313, Miles City |
| Billings | January 10, 2013 | 9:00 am - 4:00 pm | Montana State University - Billings Downtown Campus 112 North Broadway, South Computer Lab |
| Kalispell | January 10, 2013 | 9:00 am - 4:00 pm | Glacier High School Writing Center, Room 209 375 Wolfpack Way, Kalispell |
| Whitehall | January 16, 2013 | 9:00 am – 4:00 pm | Whitehall High School-Computer Lab 1 West Yellowstone, Whitehall |
| Poplar | January 16, 2013 | 9:00 am – 4:00 pm | Fort Peck Community College James E. Shanley Tribal Library 605 Indian Street, Poplar |
| Havre | January 17, 2013 | 9:00 am – 4:00 pm | Havre High School 900 18 th St, Rm. 202, Havre |

THE TRAINING IS FREE BUT REGISTRATION IS REQUIRED

Deadline for Registration is 5 days before date of training.

Call School Nutrition Programs at (406) 444-2501 for more information.

Menu Certification Training Registration

Complete one registration form for each person attending and fax to **(406) 444-2955** or mail to Office of Public Instruction, School Nutrition Programs, PO Box 202501, Helena, MT 59620-2501

Name and Title _____

School District Name _____ E-mail _____

Telephone _____ Fax _____

I will attend training in:

Miles City _____ **Billings** _____ **Kalispell** _____ **Whitehall** _____ **Poplar** _____ **Havre** _____

The Montana Office of Public Instruction provides vision, advocacy, support, and leadership for schools and communities to ensure that all students meet today's challenges and tomorrow's opportunities.

MENU CERTIFICATION PROCESS TRAINING

This hands-on computer training will walk you through the steps required to receive the additional reimbursement (\$0.06) for meeting the new USDA meal pattern requirements.

Use this information to help you make the most efficient use of your time at this workshop so you can easily complete the Certification Tool for a week of menus that you plan to serve in January 2013(or later).

Please bring the following information to the workshop:

1. A pencil.
2. A calculator.
3. A pad of paper to take notes at the workshop.
4. A week of Lunch menus you plan to serve in January or the month you want to apply for certification.
 - If you serve different menus for different schools (i.e. elementary, middle and high schools), bring a week of menus for each school.
5. A week of Breakfast menus you plan to serve in January or the month you want to apply for certification.
6. Portion sizes for all the menu items.
7. CN labels, USDA Food Fact Sheets, or Nutrition Facts/Ingredient Information from purchased (processed) menu items.
8. Calories and saturated fat for all items prepared from scratch if available. Otherwise, we will show you how to obtain this information during the workshop.
9. Standardized recipes used during the week of breakfast and lunch menus.

You are only required to use the new meal pattern for lunch this school year. Please review the attached lunch meal pattern <http://www.opi.mt.gov/pdf/SchoolFood/Forms/FS/NatlLunchMealPattern.pdf>.

The same breakfast menu planning process that you used last school year can be used this school year.

For further information on the new meal pattern requirements and the certification process see the School Nutrition website http://www.opi.mt.gov/Programs/SchoolPrograms/School_Nutrition/.

If you need additional clarification, please feel free to contact Montana Team Nutrition at (406) 994-5641 or School Nutrition Programs at (406) 444-2501.